

**PACKER**  
**WG-7002-06**

**DISTRIBUTION**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Packer, WG-7002-06

**Purpose of position:**

The employee preserves and/or packs equipment, parts, tools, materials, and other items in various types of containers to protect them from damage, deterioration, or corrosion during shipment and storage.

**Organization:**

Distribution Br., Airfield Support Div.

**Organization goals:****II. MAJOR DUTIES****A. Duty (Critical):**

Performs a wide variety of standard and specialized preservation and/or packing work. Items typically require special documentation and custom packing, handling, preservation, and shipping procedures.

**Tasks:**

1. Packs and/or preserves items that typically require special documentation and custom packing, handling, preservation, and shipping procedures.
2. Selects containers, protective devices, cushioning materials, methods and techniques needed for packing taking note of such factors as size, type, weight, fragility, mode of transportation, and destination of items.
3. Custom packs various items that cannot be made to fit into containers of standard size. Completes bracketing, suspending, mounting, and slot hanging work within devices prefabricated for this purpose. Adapts or modifies sheets of cardboard, cushioning, and other similar materials to fit around items of unusual size or shape.
4. Prepares and processes all documentation, special handling labels, shipping codes, and required safety data.
5. Applies oils, powders, desiccants, mists, drying agents, and other preservation materials to equipment and parts. Some work requires limited disassembly and assembly of equipment to apply preservatives.
6. Constructs or assists other workers in the construction of specialized storage and shipping containers.
7. Provides guidance to lower grade workers.

**Selected Staffing KSAs:**

A1, A2, A3, A4, A5, A6, A7

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)****A. Selected Staffing KSAs:**

1. Ability to use standard tools such as hammers, screwdrivers, pliers, power saws, strapping materials, stapling and banding machines, tape dispensers, vacuum and heat sealing machines, and other tools and equipment to secure items in appropriate containers
2. Ability to use weight handling equipment such as handlifts, pallet jacks, dollies, and electronic lifts, and to operate forklifts, tugs, trucks, and warehouse platform lifts
3. Ability to operate a computer terminal, optical reader, and/or scanner to input and retrieve information on inventory, packing and shipping requirements, storage conditions and locations, and create labels, and to use computers to access information on regulatory requirements for packing hazardous items
4. Knowledge of accepted packing industry and related practices and techniques
5. Ability to do the work of the position without more than normal supervision
6. Ability to interpret instructions, specifications, etc. (other than blueprints)
7. Knowledge of the materials needed to complete assignments

**B. Basic Training Competencies:**

1. Ability to use standard tools such as hammers, screwdrivers, pliers, power saws, strapping materials, stapling and banding machines, tape dispensers, vacuum and heat sealing machines, and other tools and equipment to secure items in appropriate containers
2. Ability to use weight handling equipment such as handlifts, pallet jacks, dollies, and electronic lifts, and to operate forklifts, tugs, trucks, and warehouse platform lifts
3. Ability to operate a computer terminal, optical reader, and/or scanner to input and retrieve information on inventory, packing and shipping requirements, storage conditions and locations, and create labels, and to use computers to access information on regulatory requirements for packing hazardous items
4. Ability to operate a conveyor line console
5. Knowledge of accepted packing industry and related practices and techniques
6. Ability to do the work of the position without more than normal supervision
7. Ability to interpret instructions, specifications, etc. (other than blueprints)
8. Knowledge of the materials needed to complete assignments

**IV. CLASSIFICATION FACTORS****Factor 1. Knowledge**

1. The work requires in-depth knowledge of a wide variety of preservation processing methods and techniques and/or in-depth knowledge of a wide variety of standard packing methods and techniques, and detailed knowledge of

specialized techniques for preservation and/or custom packing. The work also requires detailed knowledge of various types of protective devices, cushioning techniques, documentation requirements, preservation materials, and application techniques; and a thorough knowledge of agency, Federal, and international packing and shipping requirements for hazardous and non-hazardous materials and items. The employee must have a thorough knowledge of overall warehouse procedures, space utilization techniques as well as safety procedures for handling, packing, labeling and shipping hazardous materials. Knowledge of manual and automated processing procedures is also required. The following skills are required:

- Skill in the selection and application of a wide range of preservation materials.
- Skill in the construction of cradling and protective forms from illustrations and specifications.
- Skill to determine weight support points for larger and irregular mechanical items and devices and to fabricate support bracing and blocking to prevent shifting or breakage.
- Skill in the set up and operation of carton making equipment.
- Skill in the use of computers and computerized equipment.
- Skill in the preparation of all hazardous materials to be packed, stored, and shipped.
- Skill in the use of packaging and preservation equipment, preservation, and specialized processes including heat sealers, shrink wraps, foam-in-place packaging, electronic-sensitive discharge materials handling, and sensitive/classified material handling, as well as desiccants, preservative oils, and cleaning solvents.

## V. CLASSIFICATION SUMMARY

## In this position:

Duty A. WG-7002-06 Packer  
Packing/Preservation

List of Modified Duties and Factors:

The classification criteria are based on the OPM Job Grading Standard for Packer, WG-7002 (TS-64, dated July 1995).

Grade: WG-06